

# How to Update and Manage Your CWT Traveler Profile

Your travel profile holds all your personal and travel related information such as your personal details, contact information, passport and visa documents, frequent flyer numbers and much more. The information in your travel profile is used to help you and your CWT Travel Advisor book your trip. Whether it's your preferred seat or hotel preferences, having them on your travel profile helps you move through the booking stages with ease. Always keep your profile information up to date.

## Step 1:

Login into your Traveler Profile

<https://travel.mycwt.com/>

myCWT

Your anytime, anywhere  
travel services platform

Log in to your account

If this is your first time accessing this new travel website, you will need to **activate your account** first.

Work email / username 

[Forgot Username?](#)

Enter your password 

[Forgot Password?](#)

LOG IN

Don't have an account? [Sign up](#)

## Step 2:

If this is your first time accessing the travel services platform, you will need to **activate your account** first. Enter your work email and select **next**.

myCWT

Your anytime, anywhere  
travel services platform

Create your account

Enter your work email 

NEXT

Already registered? [Log in](#)

## Step 3:

You will be prompted with the following screen, to check your email. If you haven't received the email, you may need to double check your spam folder.

myCWT

Your anytime, anywhere  
travel services platform



Check your email

We sent you an email with instructions on how to register your account. It may take few minutes to come through.

Didn't get the email?  
Check your spam folder or [re-send email](#)

### Step 4:

Follow the instructions in the email to access and update your travel profile.

Once on the myCWT website, click the **“My Profile”** on the main menu, select **Edit Travel Profile** from the drop down menu.

This will open a new tab with your travel profile where you can add new information or edit existing information. View each tab section and update accordingly (see below).

Traveler Profile Update Status	
<b>Traveler Details</b>	Unchanged
Communication	Unchanged
Payment/Reporting	Unchanged
Air	Unchanged
Car	Unchanged
Hotel	Unchanged
Rail	Unchanged

[Submit Changes](#)

### myCWT Mobile App

Can be downloaded from your APP store

The screenshot shows the 'Traveler Profile Update Status' table with a 'Submit Changes' button. Below it is the 'Update History' table. To the right is the 'Traveler Details' form with an important notice and input fields for Prefix, First name, Middle name, Last name, Suffix, and Birth date.

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[Submit Changes](#)

Update History	
Date	Changed By

### Traveler Details

Important Notice: Your first name, middle name and last name must be identical to the ones mentioned in your passport or (such as the United States). Failure to provide accurate information may result in additional screening or denied boarding, no space is left.

Prefix:

First name:

Middle name:

Last name:

Suffix:

Birth date (mm/dd/yyyy):

### Traveler Details:

In this section add your name (as it appears on your government issued identification, ie passport), Birth Date and Travel Documents (Passport or National ID). Scroll down and expand each section to add required information, click the submit button when complete.

### Communication:

Here you can add your Travel Arranger and Authorizer (if your company policy requires this)

### Payment / Reporting:

In this section add your payment information. If you want your credit card to be used for specific types of travel, select the preferences for Air, Car, Hotel or Rail. This section also contains information on your company reporting fields.

### Air, Car, Hotel Rail:

These sections allow you to add your frequent traveler numbers, discount cards as well as set preferences for your trip.

